

**CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
REQUIREMENTS FOR DEMOLITION PROCEDURES**

1. Obtain a legal description.
2. Obtain and completely fill out demolition application.
3. Obtain approvals from:
 - a. Historic preservation for determination of significance of structure
 - b. Health department for debris disposal
 - c. City public service for utilities disconnection
 - d. Environmental review site plan
4. Submit site plans drawn to scale that indicate structure(s) to be demolished with dimensions to property lines. Include dimensions to sidewalks, pavement and curbs to the property line.
5. Submit plan and schedule detailing method of demolition
6. Demolition contractor to submit a notarized letter from owner to demolish structure.
7. Demolition permits can be issued to owners of single story structures and licensed demolition contractors. Demolition permits can also be issued to contractors other than demolition contractors that obtain a building permit to rebuild the structure. Owners of single story structure who cannot personally secure a permit must provide a notarized letter authorizing the bearer to obtain a demolition permit to be issued in the owner's name and the letter shall further state that the owner will assume all responsibilities.
8. Inspection approvals of barricades, fencing or other pedestrian protection will be required, when applicable, before the demolition permit is issued.
9. Provide a copy of an Asbestos Survey for commercial demolitions, apartment buildings or a residential complex with more than four dwelling units.
10. Upon completion of the application process, return to the Development and Business Center Counter to meet with a Plans Examiner.

APPLICATION FOR PERMIT TO DEMOLISH

Address _____, Zone _____, known as Lot No. _____,
Block No. _____, NCB _____

1. Property owner _____, Address _____
2. Demolition contractor _____, Address _____
Phone no. _____, License No. _____, Issued _____
3. Name of insurance company _____ amount of insurance _____
4. Name of bond company _____ amount of performance bond _____
5. Structural frame is _____, exterior walls _____ interior walls _____
height _____ stories or approximately _____ feet.
6. Distance of structure to public right-of-way on North _____, South _____
East _____, West _____
7. Date schedule for demolition is from _____ to _____ between the
hours of _____ to _____.
8. Building does _____ does not _____ contain a basement.
9. Explosives will _____ will not _____ be used.
10. To be completed by the Health Department Sanitarian: Notification No. _____
Debris disposal site: _____
Address of site: _____
11. To be completed by City Public Service: Utilities disconnected requested _____
Utilities to be disconnected by _____, Demolition permit to be issued after

DEMOLITION CHECKLIST

The following is a list of documents that must be presented to the Development Services Department prior to the issuance of a demolition permit.

1. Application form for demolition permit
2. Site plan detailing location of structure(s) to be demolished.
3. Approval form from Historic Preservation Officer
4. Approval form from Risk Management that insurance and bond is current.
Demolition license must be current.
5. Notarized letter from owner authorizing the demolition
6. A report from a registered professional engineer attesting to the condition of framing, walls, floors, etc.
7. A complete plan and schedule for demolition from the demolition contractor
8. Approval form from Traffic/Public Works for the use and/or closure of sidewalks, streets or alleys.
9. Permit for use of sidewalks, streets or alleys to include Pedestrian protective railings, fences or canopies.
10. Building inspectors report approving the erection and compliance of pedestrian protective devices.
11. Health Department approval
12. City Public Service approval